

**VILLAGE OF NORTHFIELD  
BOARD OF TRUSTEES  
Minutes of December 12, 2006**

- I. **ROLL CALL.** Chair Richard Sutor, Trustees Samantha Baraw, Libby Hambleton, Thomas McCarney, and Jim Wilson. Also present were Village Manager Nanci Allard, Superintendent of Public Works William Lyon, and Thomas Nesbitt (Stantec Consulting Services, Inc.).

Chair Sutor called the meeting to order at 7:00 p.m.

II. **PUBLIC PARTICIPATION (Scheduled)**

- a. **Thomas Nesbitt (Stantec Consulting Services, Inc.): Water System Improvements.** Mr. Nesbitt stated that the survey found that there is a need to be looking at the water system, primarily in Northfield Falls. A water system permit was issued to Northfield with the stipulation that Northfield address the low water pressure that the northern (Falls) portion experiences during heavy usage, particularly hydrant usage. The Trustees have also been repeatedly told that other portions of the distribution system were fragile or partially blocked and needed replacement. The Village then hired Stantec (then DBA Dufresne-Henry, Inc.) to design solutions to those problems. They set up three (3) draft contracts. The Trustees reviewed these proposals and many questions were asked. There is concern of whether or not to do the Falls first. Realistically, we need to do all three proposals but we are under pressure from the State to do the third proposal within a set number of years.

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **November 28, 2006 (Regular Meeting).** Motion by Trustee McCarney, seconded by Trustee Wilson, to approve the minutes. **Motion passed 4-0-1, with Trustee Hambleton abstaining.**

b. **Approval of Bills**

1. **Warrant #12-07.** Motion by Trustee McCarney, seconded by Trustee Wilson, to approve Warrant #12-07 in the amount of \$284,099.62. **Motion passed 5-0-0.**
2. **Warrant #12-07A.** Motion by Trustee Hambleton, seconded by Trustee Wilson, to approve Warrant #12-07A in the amount of \$153,680.00. **Motion passed 5-0-0.**

- c. **Public Service Board Bill Back.** Chair Sutor provided handouts explaining the process. Also attached was a proposed resolution. The proposal would provide a cap for how much Northfield would contribute. Motion by Trustee McCarney, seconded by Trustee Wilson, to approve the proposed resolution as provided. **Motion passed 5-0-0.**

- d. **Electric Department Budget.** The Public Service Board (PSB) has mandated that we run the books of the Northfield Electric Department (NED) on a calendar year, not a fiscal year. Accounting Manager Laurie Baroffio has started putting a calendar year budget together. We will not be able to do this effective January 1, 2007 but will shortly after and make it retroactive.

- e. **Trustees Pay.** Traditionally, payments have been made in December. There was discussion about what the proper pay period is. Consensus is that a Trustee gets paid from annual meeting to annual meeting. The Manager raised the concern that paying the Trustees in December put half the pay at risk should a Trustee resign before the annual meeting. She asked the Trustees to consider this and make a decision. Motion by Trustee Hambleton, to get paid in June. The motion failed for a lack of a second. Motion by Trustee Wilson, seconded by Trustee McCarney, to get paid in December for the period from annual meeting to annual meeting. **Motion passed 4-1-0, with Trustee Hambleton voting in opposition.**

#### IV. REPORTS

- a. **Village Manager.** Manager Allard had nothing to add. Chair Suitor asked her to comment on the billing software transition. Tests had been completed and the switch had been made. Meter reading is proceeding more efficiently. New bills are printed on paper and must be manually stuffed, as opposed to the previous system, which did not need or allow stuffing, but required other handling.
- b. **Committee Reports**
  1. **Merger Committee.** The Merger Committee has cancelled its December 18, 2006 meeting. The next meeting will be in the Municipal Building on Monday, January 15, 2007 at 5:00 p.m.
  2. **Management Committee.** The Management Committee has not met yet to review the new Personnel Policy.
- c. **Miscellaneous**
  1. **Larry Drown's Request for Service.** Chair Suitor provided a packet of additional information on this matter, including copies of the documents that Mr. Drown provided the Board at the last meeting. Other information gave the basis for NED's requirement to Mr. Drown and cited the relevant Public Service Board order.

#### V. PUBLIC PARTICIPATION (Unscheduled). None.

#### VI. EXECUTIVE SESSION

- a. **Personnel and Legal Matters.** Motion by Trustee Hambleton, seconded by Trustee Wilson, to discuss legal and contract matters in executive session (as premature disclosure of these matters could harm negotiations, etc.). **Motion passed 5-0-0.**

The Board went into executive session at 9:53 p.m.

Without objection, the Board came out of executive session at 10:25 p.m.

Motion by Trustee Hambleton, seconded by Trustee Wilson, to authorize the union negotiation team to agree to changes in the Northfield Municipal employees' health plan.  
**Motion passed 4-0-1, with Trustee Baraw abstaining.**

#### VII. ADJOURNMENT. The Board adjourned without objection.

The Board adjourned at 10:27 p.m.

Respectfully submitted,

*Samantha H. Baraw*

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.